



Obtaining Driving Records

Individuals may request a copy of their driving record by mail or by appearing in person at the Driver Records Office, 301 C Street NW, Room 1000 between the hours of 8:15 am and 4:00 pm.

To protect the privacy of individuals, DC DMV does not give out driving record information over the telephone. We also require **original** documents and **cannot accept photocopies or scanned documents** from walk-in customers. Photocopies are only accepted for mail requests.

Obtaining Your Driving Record

To get a copy of your own driving record in person, you must bring the following documents as proof of identity:

You must have ONE of the following.

- D.C. driver's license, learner's permit or non-driver's ID card not expired longer than 5 years
- Driver's license, learner's permit, or non-driver's ID by another US state or jurisdiction and not expired longer than 1 year
- US passport not expired more than 1 year
- Unexpired US military or military dependent ID card
- Unexpired ID card issued by a US federal, state, or territory government agency (e.g. US military ID card) showing date of birth
- Unexpired INS employment, alien, or travel document or other unexpired INS documents (please ask for specific documents required)
- Foreign passport with attached non-immigrant visa form I-94 with certain certifications

OR, if you do not have any of the above, you must have TWO of the following, with one of the documents bearing your date of birth.

- State certified US birth certificate or birth registration card
- Social Security card bearing applicant's signature
- Certified copy of school records issued by a US jurisdiction or territory
- Unexpired Eligibility for Exchange Visitor (IAP66)
- US Selective Service Card
- Health insurance card or policy stating applicant's full name, date of birth, and Social Security number
- Unexpired college or university ID with photo
- Marriage certificate
- US military discharge papers (DD-214)

Fee (cash, check, or money order payable to DC Treasurer): \$5

To request a copy of your driving record by mail, send a letter to:

DC DMV
Attn: Driver Records
301 C Street NW
Room 1000
Washington, DC 20001

Be sure to include your full name, date of birth, Social Security card, driver's license number (if it differs from your Social Security number), a photocopy of your ID, and a check or money order for \$5. You will receive a copy of your driving record within 14 business days.

--See reverse for additional requirements--

DC DMV Customer Service (202) 727-5000

www.dmv.dcgov.org

Sherryl Hobbs Newman, Director

Anthony A. Williams, Mayor

The drive to excellence...

Rev.11.99



Obtaining Driving Records

Obtaining the Driving Records of Others

DC DMV protects the privacy of individuals by closely adhering to the Driver's Privacy Protection Act. Therefore, DC DMV will release driving records only to the following requesters. All requesters must bring the client's name, date of birth, and license or Social Security number. The following individuals may request driving records:

- Driver of record with identification listed above
- Driver of record's representative (for example, a spouse) with written authorization from the driver, a copy of the driver's proof of identification, bearing a discernable signature
- Law enforcement representatives with documentation showing a connection to an investigation
- Government entities as part of an established activity requiring records (for example, security clearances, investigations, and recruitment)
- Attorneys with written authorizations for releasing records from their clients
- Insurance company representatives with written authorizations from the driver as part of an established investigation
- Individuals or entities requesting information through the Freedom of Information Act

Fee (cash, check, or money order payable to DC Treasurer): \$5

Clearing Your Record

If you have outstanding moving violation tickets on your record and would like to pay them, we regret that the Driving Records Office at 301 C Street NW cannot accept all ticket payments. To clear your record, you must first go to our location at 65 K Street NE to pay your ticket. Then, to obtain a clearance letter, return to 301 C Street NW, Room 1000, with proof of ticket payment.

If, and only if, you are attempting to obtain or renew a driver's license or other operating permit, you may pay for any outstanding tickets at 301 C Street NW, Room 1157, or 616 H Street NE.

You may obtain a copy of your outstanding tickets by appearing in person at 65 K Street NE between 8:30 am and 4:30 pm.

Hours of Operation:

Driver Records Office
301 C Street NW, Room 1000
Mon - Fri 8:15 am to 4:00 pm
Wed 8:15 to 8:00 pm

65 K Street NE (ticket payments)
Mon - Fri 8:30 to 6:45 pm
Wed 8:30 am to 8:00 pm

616 H Street NE (license/registration renewals)
Mon - Fri 11:00 am to 7:00 pm
Wed 11:00 am to 8:00 pm
Sat 8:15 am to 4:00 pm